

Brickyard News

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Updates:

-The first draft of the new Property Regulations has been prepared and are being reviewed by LPAA Personnel. Contact has been made with the State Register in order to have these posted as required. Agencies will be provided a copy as soon as the new Regulations are finalized.



Auction Information:

- LPAA Auctions are held once a month, the second Saturday of every month. The auctions take place at 1502 North 17th Street, by Memorial Stadium in Baton Rouge. The next auction will be January 8, 2005. Please call 225.342.6854 for further information.

Louisiana Property Assistance Agency

Announcing a NEW DIRECTOR!!!



We are pleased to announce that Susie Barthel was named Director of the Office of General Services effective November 15, 2004. The Office of General Services was established in 1996 to direct and oversee the operations of 4 ancillary agencies within the Division of Administration. Louisiana Property Assistance Agency (LPAA), Federal Property Assistance Agency, Administrative Services (*State Printing & Forms Management*) and Administrative Support (*State Mail*). Each one of these agencies performs a variety of functions not only for the DOA, but also for all State Agencies.

Words from the Director -Susie Barthel

I am very excited about my new position within the Division of Administration. The Office of General Services provides many valuable services to state agencies and political subdivisions. I'd like to take this opportunity to tell you a little about each of the General Service agencies

LPAA manages the State's Moveable Property and Fleet Management programs and has recently implemented a new Web Surplus program. This program allows state agencies and preference buyers the ability to shop, view and select items in our surplus warehouse via the internet.

Federal Property Assistance Agency manages the Federal Surplus Donee program and the Fixed Price Vehicle program. These two programs allow state agencies and political subdivisions the opportunity to receive surplus equipment from the Federal Government.

Administrative Services provides all types of printed material, forms design, warehousing and distribution of forms. We have recently purchased two new pieces of equipment. The NexPress Digital Color Printer will allow us to produce short run, on demand type color work. The Heidelberg 5 color press will be used to run large quantity, high quality printed documents. We print everything from single black and white 8 1/2" by 11" letters to large color posters, calendars and brochures.

Administrative Support is the State Mail operation. They provide messenger service, mail processing and delivery, handling of priority mail pieces and pre-sorting/bar coding services for agencies located within metro Baton Rouge.

I look forward to the many challenges ahead of me in 2005. We welcome your suggestions and comments and promise to continue to provide the same quality service to our customers.

Protégé Requiring Password Change

Effective January 1, 2005 Protégé will require you to change your password every 30 days. Your password must be eight characters in length. It must have upper and lower case letters along with numerical values. LPAA understands how difficult it is to remember your passwords without writing them down. If for some reason, after this change takes effect, you forget your password we have made it easy for you to have your password reset. Simply click the "Support" button at the top right hand corner of the Protégé log in screen, and send a request to have your password reset. If you are unable to get to that screen, call Chad Beard at 225.342.6864. Thank you in advance for your patience with this new change.

Protégé & Rules and Regulations Training

LPAA will be holding Protégé Training classes once a month. Due to her recent promotion, Susie Barthel will no longer teach this class. Chad Beard and Rebecca Kleinpeter have taken over the responsibility of assisting agencies with Protégé Training and every day Protégé questions. The class times and dates will be listed on LPAA's website. We encourage all new Protégé users, new Property Managers, and property coordinators who would like to be refreshed to sign up for this all day class.

A Rules and Regulations Training will also

be held monthly. Floyd Rector, the Program Compliance Office Supervisor, covers the entire property handbook, along with what is expected during a property audit. The Rules and Regulations Training is interesting and beneficial to property managers along with upper levels of management. This class, like the Protégé Training, will be posted on the website. LPAA's web address is www.state.la.us/lpaa



Protégé Link Change

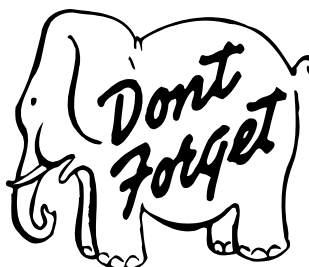
Those of you who have attempted to log into Protégé this past month have noticed that the link redirects you to another page. When you were initially sent your ID and password, you were also sent a link to Protégé and instructions on how to save a shortcut to your desktop. This link is no longer a working link and will direct you to another page. If you have problems logging into Protégé, you can access the database by going to incircuit.com and clicking "Asset Management" in the bottom right corner. Remember to save the new link as a shortcut to your desktop, because the old link will no longer redirect you after a month. Please call Chad Beard at 225.342.6864 with further questions.

Preference Buyer Program

Did you know that state agencies are not the only organizations allowed to purchase state surplus property? In accordance with Louisiana Revised Statute 39:330 preference in the acquisition of surplus state property authorized for disposition shall be given to state agencies, political subdivisions of the State of Louisiana; other governmental agencies; private elementary, secondary, or proprietary schools; independent colleges or universities, and charitable, educational, or religious organizations. Approved agencies are put into buyer tiers and are allowed to purchase directly out of the LPAA warehouse without going to an auction. Items purchased must be used only by the authorized agency. If you are interested in obtaining a Preference Buyer Application or learn about the rules to become a Preference Buyer, please visit LPAA's website or call Rebecca at 225.342.6853.

Important Reminders:

- Don't forget to send in your notification of inventory 30 days before you begin your annual inventory. This form can be found on LPAA's website.
- Surplus property means **any** moveable state property which is deemed to be of no further use to the state. Any moveable state property, from calculators and typewriters to telephones, should be sent to surplus.
- Numbers to remember
 - Floyd Rector, Compliance Supervisor 225.342.6852
 - Bobby Hill, State Fleet Manager 225.342.6855
 - John Gilbeaux, Compliance Officer 225.342.4324
 - Aggie Higginbotham, Compliance Officer 225.342.6858
 - Carla James, Compliance Officer 225.342.3479
 - Stan Aaron, Compliance Officer 225.342.3022
 - Chad Beard, Protégé Technical Support 225.342.6864
 - Rebecca Kleinpeter, Compliance Assistant 225.342.6853



User Access List

One of the newer reports added to Protégé was the User Access List. This report allows you to view who at your agency has access to property records, and at what level. The levels consist of the following:

- Agency User—ability to add, edit, and dispose of property and fleet
- Fleet Manager—ability to update vehicle utilization and maintenance
- Read Only User—has inquire only to one agency's records
- Read Only Manager—has inquire only for multiple agencies

LPAA Website - www.state.la.us/lpaa/index.htm

We continuously mention LPAA's website, but have you visited it yet? Our website has been up and running for over a year now. Did you know most of the property and fleet forms used daily are posted on the website, and can be completed online? This makes it much more convenient to be able to type the form online, print it out, sign it, then fax it or mail it to LPAA. The website also contains contact information, auction information, and featured items that are in surplus.

If you have any suggestions, think a form should be added, or if you would like to have an issue addressed in the Brickyard News, please contact Rebecca Kleinpeter at 225.342.6853.

A Note from the Auditors...

1) When reviewing certifications, we must say whether or not we've checked vehicle records, if any, and if they're up-to-date. Remember information regarding fuel and maintenance must be entered within **30 days after the month to which the report pertains**.

When entering information regarding maintenance noted under the maint/repair tab, click in the "grid" not "insert". This will change the odometer for the "next" scheduled maintenance. When entering fuel, "pump" costs can be used. It is not necessary to use "Fuelman" pricing, especially if it will prevent your meeting the deadline for entry.

2) Transfers for Surplus pickup -- Remember, all property to be picked up must be in a centralized location. When creating the transfer, don't forget to put the following information **IN THE REMARKS SECTION**: Contact person name, email address, phone number, and physical location (street address) where property is to be picked up. Keep copy of transfer detail "signed by driver" of items picked up for future reference.

3) Transfers for Disposal, Scrap, Dismantle for Parts, etc. -- Make sure you check for an approval before taking action on the property. Print a copy for your records, remove any identification, break up as much as possible, then discard.

4) Reports -- Run the following reports: monthly additions, deletions, transfer report from me (you), etc., and reconcile to make sure tagged inventory is taken off the Protégé System. If voided in error or still pending, send a copy of the "signed" transfer detail sheet to either your auditor or to Louvenia Johnese, Warehouse Manager.

New Search Added to Protégé

If you have been to the Protégé classes you know there are numerous ways to search for specific information you need. Recently a new way to search was added to the accounting field. You can now search by one of the following fields:

For example, to see everything that was acquired in January, you could enter the following filter criteria:

Tran Date: >=01/01/2004 and <=01/31/2004

Tran Type: Original Acquisition

Another example would be if you wanted to see everything that was stolen in 2004:

Tran Date: >=01/01/2004 and <=12/31/2004

Tran Type: Disposal

Tran Meth: Stolen



What Property?

If property is assigned to an employee, remember to secure a receipt for such property. This takes the responsibility off the Property Manager.

Summary	Acquisition	Disposition	Validation	Notes	Accounting
Tran Date	<input type="text"/>				
Tran Type	<input type="text"/>				
Tran Meth	<input type="text"/>				
Description	<input type="text"/>				
Amount	<input type="text"/>				

To view this screen click Asset > Search then the Accounting Tab.

Keep in mind that ">=" means *greater than or equal to* and "<=" means *less than or equal to*. Remember to always use the date format as "mm/dd/yyyy" and never use dollar signs or commas in the cost fields.



See Jane. Be sure to remove all data and confidential information stored on the computer; guaranteeing that it is unrecoverable before sent to surplus.



HAPPY NEW YEAR
From your friends at LPAA!